

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT & SELECTION BULLETIN -

**Date:** June 2, 2003

**Locator No:** MRS-SC-161

**Subject:** Classification Plan Changes Resulting from Negotiated Pay Range Reassignments for WSEU **Blue Collar** and **Law Enforcement** Bargaining Units and for Administrative Purposes for Classification Simplification and Specification Modification for the **Technical** and **Professional Social Services** Bargaining Units.

Pursuant to s. 230.09, Stats., the Secretary of the Department of Employment Relations (DER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is June 1, 2003**, unless otherwise stated.

1. As part of contract negotiations, the pay ranges are reassigned for the classifications of: **Auto Equipment Technician-Entry, Custodian, Farm Laborer, Food Service Assistant 1, Laboratory Helper, Laundry Worker, Motor Vehicle Operator-Light, Seamstress/Seamer 1, Shipping and Mailing Clerk 1, and Stock Clerk**. The Department of Administration Central Payroll and University of Wisconsin Central Payroll will automate these transactions.
2. As part of contract negotiations, the pay range is reassigned for the **Police Communications Operator** effective **May 18, 2003**. The Department of Administration Central Payroll and University of Wisconsin Central Payroll will automate these transactions.
3. The following changes result from DER collapsing and modifying classifications. The modifications eliminate unused classifications and update old classification specification language. Agencies should process manual Reallocation Notices for employees impacted by the following transactions.
  - A. Classifications in the WSEU-Technical bargaining unit affected by the modifications are the **Cytopreparation Technician** series, **Electroencephalograph Technician** series, **Environmental Lab Technician** series, **Exhibits Technician** series, **Histology Technician** series, **Licensed Practical Nurse** series, **Microfilm Technician** series, **Ophthalmic Assistant** series, **Phlebotomist** series, **Physical Therapy Assistant** series, and the **Soil Technician** series.
  - B. The classification in the Professional Social Services bargaining unit is the **Employment and Training Analyst** series.

Questions for 1, 2, and 3A above may be directed to Tom Sandine at (608) 267-5160. Questions for 3B above may be directed to Kris Chilsen at (608) 266-7569.

**NOTE: Following are corrections for previous contract change bulletins effective May 18, 2003:**

1. MRS-SC-153, Blue Collar Unit, page 5 under "Reassign Pay Range" for the *Automotive Equipment Technician-Entry*, the EEO Cat. should be **8** instead of 5 for both the Old and New.

2. MRS-SC-154, Administrative Support Unit, page one in chart, *Technical Typist-Senior* should be in S/R **02-09** instead of 02-08.
3. MRS-SC-154, Administrative Support Unit, page two, number 2), second paragraph, the *Medical Program Assistant* and *Staff Assistant* classifications should read “. . .to recognize the unique nature of **positions in a clinical setting within the UW system**. . .” instead of “. . .to recognize the unique nature of medical school positions . . .”
4. MRS-SC-155, Professional Social Services Unit, page 3, under “Class Title Change and Modify to Automatic Progression Series and Pay Range Reassignment” the old titles should be **Vocational Rehab Counselor** and **Vocational Rehab Counselor-Senior** instead of Vocational Rehab Counselor-Entry and Vocational Rehab Counselor-Objective.
5. MRS-SC-158, WPEC Broadbanding and Class Collapsing Study, page 7, under “Create” the Job Group Code for *Health Care Rate Analyst* should be **016** instead of 019.
6. MRS-SC-158, WPEC Broadbanding and Class Collapsing Study, page 22, under “Reassign Pay Range and Class Code”, the FLSA Code for *Revenue Agent 4* should be **E[xempt]** instead of **N[onexempt]** for the old and new.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the DER Web Page is June 16, 2003. This is the only notification DCLR will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Jan Monica Mason at (608) 267-2156.

**Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the DER Web Page at <http://der.state.wi.us/home/dclr/dclr.htm>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Judy Burke at (608) 267-5166 if you have any questions about information contained in the Alpha List.

**Contact Points:**

Questions may also be directed to the appropriate analyst at the DER Fax number (608) 267-1020 or by e-mail at (using the analyst's name) [firstname.lastname@der.state.wi.us](mailto:firstname.lastname@der.state.wi.us).

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Leean White, Director, Bureau of Agency Services  
Division of Merit Recruitment and Selection

| Classification        |  | Class | Pay   | Unit | EEO  |      | FLSA     | Job   | CIC  |
|-----------------------|--|-------|-------|------|------|------|----------|-------|------|
|                       |  | Code  | Range | Code | Cat. | FLSA | LTE Code | Group | Code |
| <b><u>ABOLISH</u></b> |  |       |       |      |      |      |          |       |      |
| 3A)                   | Cytopreparation Technician-Entry       | 34701 | 06-07 | 06   | 3    | N    | N        | 134   | 203  |
|                       | Cytopreparation Technician-Objective   | 34702 | 06-08 | 06   | 3    | N    | N        | 134   | 203  |
|                       | Electroencephalograph Tech 1           | 35131 | 06-10 | 06   | 3    | N    | N        | 134   | 208  |
|                       | Electroencephalograph Tech 2           | 35132 | 06-11 | 06   | 3    | N    | N        | 134   | 208  |
|                       | Electroencephalograph Tech 3           | 35133 | 06-13 | 06   | 3    | N    | N        | 134   | 208  |
| 3B)                   | Employment and Training Analyst 1      | 48301 | 12-07 | 12   | 2    | E    | N        | 020   | 027  |
|                       | Employment and Training Analyst 2      | 48302 | 12-07 | 12   | 2    | E    | N        | 020   | 027  |
|                       | Employment and Training Analyst 3      | 48303 | 12-07 | 12   | 2    | E    | N        | 020   | 027  |
|                       | Employment and Training Analyst 4      | 48304 | 12-08 | 12   | 2    | E    | N        | 020   | 027  |
| 3A)                   | Environmental Lab Technician-Entry     | 34741 | 06-07 | 06   | 3    | N    | N        | 147   | 244  |
|                       | Environmental Lab Technician-Objective | 34742 | 06-08 | 06   | 3    | N    | N        | 147   | 244  |
|                       | Environmental Lab Technician-Senior    | 34743 | 06-09 | 06   | 3    | N    | N        | 147   | 244  |
|                       | Exhibits Technician 1                  | 63401 | 06-09 | 06   | 5    | N    | N        | 127   | 188  |
|                       | Exhibits Technician 2                  | 63402 | 06-10 | 06   | 5    | N    | N        | 127   | 188  |
|                       | Exhibits Technician 3                  | 63403 | 06-11 | 06   | 5    | N    | N        | 127   | 188  |
|                       | Histology Technician-Entry             | 34201 | 06-10 | 06   | 3    | N    | N        | 147   | 203  |
|                       | Histology Technician-Objective         | 34202 | 06-11 | 06   | 3    | N    | N        | 147   | 203  |
|                       | Histology Technician-Senior            | 34203 | 06-12 | 06   | 3    | N    | N        | 147   | 203  |
|                       | Licensed Practical Nurse 1             | 38511 | 06-13 | 06   | 3    | N    | N        | 134   | 207  |
|                       | Licensed Practical Nurse 2             | 38512 | 06-13 | 06   | 3    | N    | N        | 134   | 207  |
|                       | Microfilm Technician 1                 | 62121 | 06-07 | 06   | 3    | N    | N        | 127   | 774  |
|                       | Microfilm Technician 2                 | 62122 | 06-08 | 06   | 3    | N    | N        | 127   | 774  |
|                       | Microfilm Technician 3                 | 62123 | 06-09 | 06   | 3    | N    | N        | 127   | 774  |
|                       | Ophthalmic Assistant-Entry             | 34781 | 06-08 | 06   | 3    | N    | N        | 134   | 208  |
|                       | Ophthalmic Assistant-Objective         |       |       |      |      |      |          |       |      |

|                                       |       |       |    |   |   |   |     |     |
|---------------------------------------|-------|-------|----|---|---|---|-----|-----|
|                                       | 34782 | 06-09 | 06 | 3 | N | N | 134 | 208 |
| Phlebotomist - Entry                  |       |       |    |   |   |   |     |     |
|                                       | 35461 | 06-11 | 06 | 3 | N | N | 134 | 446 |
| Phlebotomist – Objective              |       |       |    |   |   |   |     |     |
|                                       | 35462 | 06-11 | 06 | 3 | N | N | 134 | 446 |
| Physical Therapy Assistant – Entry    |       |       |    |   |   |   |     |     |
|                                       | 39861 | 06-11 | 06 | 3 | N | N | 262 | 446 |
| Physical Therapy Assistant- Objective |       |       |    |   |   |   |     |     |
|                                       | 39862 | 06-13 | 06 | 3 | N | N | 262 | 446 |
| Soil Technician-Objective             |       |       |    |   |   |   |     |     |
|                                       | 34501 | 06-08 | 06 | 3 | E | N | 147 | 223 |
| Soil Technician-Senior                |       |       |    |   |   |   |     |     |
|                                       | 34502 | 06-09 | 06 | 3 | N | N | 147 | 223 |

| Classification |  | Class Code | Pay Range | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|----------------|--|------------|-----------|-----------|----------|------|---------------|-----------|----------|
|----------------|--|------------|-----------|-----------|----------|------|---------------|-----------|----------|

**CREATE**

|     |   |       |       |    |   |   |   |     |     |
|-----|---|-------|-------|----|---|---|---|-----|-----|
| 3A) | Cytopreparation Technician              |       |       |    |   |   |   |     |     |
|     |   | 35000 | 06-08 | 06 | 3 | N | N | 134 | 203 |
|     | Electroencephalograph Technician        |       |       |    |   |   |   |     |     |
|     |   | 35100 | 06-13 | 06 | 3 | N | N | 134 | 208 |
| 3B) | Employment & Training Analyst Entry     |       |       |    |   |   |   |     |     |
|     |   | 48361 | 12-07 | 12 | 2 | E | N | 020 | 027 |
|     | Employment & Training Analyst Objective |       |       |    |   |   |   |     |     |
|     |   | 48362 | 12-08 | 12 | 2 | E | N | 020 | 027 |
| 3A) | Environmental Lab Technician            |       |       |    |   |   |   |     |     |
|     |   | 35001 | 06-08 | 06 | 3 | N | N | 147 | 203 |
|     | Environmental Lab Technician-Senior     |       |       |    |   |   |   |     |     |
|     |   | 35002 | 06-09 | 06 | 3 | N | N | 147 | 203 |
|     | Exhibits Technician                     |       |       |    |   |   |   |     |     |
|     |   | 63400 | 06-11 | 06 | 3 | N | N | 127 | 235 |
|     | Histology Technician                    |       |       |    |   |   |   |     |     |
|     |   | 35061 | 06-11 | 06 | 3 | N | N | 147 | 203 |
|     | Histology Technician-Senior             |       |       |    |   |   |   |     |     |
|     |   | 35062 | 06-12 | 06 | 3 | N | N | 147 | 203 |
|     | Licensed Practical Nurse                |       |       |    |   |   |   |     |     |
|     |   | 38500 | 06-13 | 06 | 3 | N | N | 134 | 207 |
|     | Phlebotomist                            |       |       |    |   |   |   |     |     |
|     |   | 35400 | 06-11 | 06 | 3 | N | N | 134 | 208 |
|     | Microfilm Technician                    |       |       |    |   |   |   |     |     |
|     |   | 62101 | 06-08 | 06 | 3 | N | N | 127 | 774 |
|     | Microfilm Technician-Senior             |       |       |    |   |   |   |     |     |
|     |   | 62102 | 06-09 | 06 | 3 | N | N | 127 | 774 |
|     | Ophthalmic Assistant                    |       |       |    |   |   |   |     |     |
|     |   | 35070 | 06-09 | 06 | 3 | N | N | 134 | 208 |
|     | Physical Therapy Assistant              |       |       |    |   |   |   |     |     |
|     |   | 39860 | 06-13 | 06 | 3 | N | N | 262 | 446 |
|     | Soil Technician                         |       |       |    |   |   |   |     |     |
|     |   | 45000 | 06-09 | 06 | 3 | N | N | 147 | 225 |

| Classification            |                                 | Class Code | Pay Range    | Unit Code | EEO Cat. | FLSA | FLSA LTE Code | Job Group | CIC Code |
|---------------------------|---------------------------------|------------|--------------|-----------|----------|------|---------------|-----------|----------|
| <b>REASSIGN PAY RANGE</b> |                                 |            |              |           |          |      |               |           |          |
| 1)                        | Auto Equipment Technician-Entry |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 83101      | <b>03-06</b> | 03        | 8        | N    | N             | 301       | 505      |
| NEW                       |                                 | 83101      | <b>03-07</b> | 03        | 8        | N    | N             | 301       | 505      |
|                           | Custodian                       |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 89161      | <b>03-06</b> | 03        | 8        | N    | N             | 999       | 453      |
| NEW                       |                                 | 89161      | <b>03-07</b> | 03        | 8        | N    | N             | 999       | 453      |
|                           | Farm Laborer                    |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 90260      | <b>03-06</b> | 03        | 8        | E    | N             | 999       | 479      |
| NEW                       |                                 | 90260      | <b>03-07</b> | 03        | 8        | E    | N             | 999       | 479      |
|                           | Food Service Assistant 1        |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 84801      | <b>03-06</b> | 03        | 8        | N    | N             | 253       | 439      |
| NEW                       |                                 | 84801      | <b>03-07</b> | 03        | 8        | N    | N             | 253       | 439      |
|                           | Laboratory Helper               |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 91030      | <b>03-06</b> | 03        | 8        | N    | N             | 999       | 865      |
| NEW                       |                                 | 91030      | <b>03-07</b> | 03        | 8        | N    | N             | 999       | 865      |
|                           | Laundry Worker                  |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 86501      | <b>03-06</b> | 03        | 8        | N    | N             | 999       | 748      |
| NEW                       |                                 | 86501      | <b>03-07</b> | 03        | 8        | N    | N             | 999       | 748      |
|                           | Motor Vehicle Operator-Light    |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 80401      | <b>03-06</b> | 03        | 8        | N    | N             | 999       | 804      |
| NEW                       |                                 | 80401      | <b>03-07</b> | 03        | 8        | N    | N             | 999       | 804      |
| 2)                        | Police Communications Operator  |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 81500      | <b>36-12</b> | 36        | 4        | N    | N             | 212       | 353      |
| NEW                       |                                 | 81500      | <b>36-42</b> | 36        | 4        | N    | N             | 212       | 353      |
| 1)                        | Seamstress/Seamer 1             |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 88801      | <b>03-06</b> | 03        | 8        | N    | N             | 381       | 666      |
| NEW                       |                                 | 88801      | <b>03-07</b> | 03        | 8        | N    | N             | 381       | 666      |
|                           | Shipping and Mailing Clerk 1    |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 20161      | <b>03-06</b> | 03        | 8        | N    | N             | 213       | 364      |
| NEW                       |                                 | 20161      | <b>03-07</b> | 03        | 8        | N    | N             | 213       | 364      |
|                           | Stock Clerk                     |            |              |           |          |      |               |           |          |
| OLD                       |                                 | 20860      | <b>03-06</b> | 03        | 8        | N    | N             | 213       | 365      |
| NEW                       |                                 | 20860      | <b>03-07</b> | 03        | 8        | N    | N             | 213       | 365      |

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

**Effective Date: No. 1 and 3:** June 1, 2003  
**No. 2:** May 18, 2003